

TEACHER AIDE

Code No.: 5-20-003
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an aide position in which the incumbent directly assists the teaching staff of a school district with various academic/classroom related activities. This class differs from school aide in that the focus of this class is on assisting teachers with classroom-related activities such as grading papers, proctoring exams, and securing resource materials rather than clerical and monitoring tasks. Employees of this class do not assist in the development of instructional materials or give instruction. The employee reports directly to, and works under the direct supervision of, a teacher or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists students with academic assignments;

Assists students with their project research, encyclopedia skills, card catalogue skills, computer skills, etc.;

Corrects papers;

Performs simple and routine clerical duties such as copying or duplicating, filing and compiling attendance sheets;

Maintains inventory of and schedules repairs for classroom equipment (such as film strips, cassettes);

Proctors examinations;

Assists handicapped students with their daily activities with regard to mobility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the school organization; ability to follow oral and written instructions; ability to obtain student cooperation and attention; ability to give instructions; ability to work well with students and school personnel; ability to understand and deal with student behavior; ability to maintain simple records; tact; patience; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) One (1) year of full-time or its part-time paid or volunteer equivalent experience working in a clerical capacity; OR,
- (B) One (1) year of full-time or its part-time paid or volunteer equivalent experience working with children; OR,

(C) Possession of a certificate of completion of a course of Child Care through an occupational school, The American Red Cross or similar agency; OR,

(D) A combination of experience as defined by the limits of (A), (B), and (C) above.

NOTE: Successful completion of one (1) year of college education beyond high school (minimum of 30 semester college credit hours) may be substituted for the one (1) year of experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 3, 1981

REVISED: October 11, 1990

REVISED: September 9, 2004